



## **Agreement on the Conservation of Albatrosses and Petrels**

### **Sixth Meeting of Advisory Committee**

*Guayaquil, Ecuador, 29 August – 2 September 2011*

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### **Draft Secretariat Work Programme 2013 - 2015**

#### **Secretariat**

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## **Draft Secretariat Work Programme 2013 - 2015**

The following draft Work Programme has been developed for the ACAP Secretariat during the 2013 – 2015 triennium. The Work Programme is based on the functions assigned to the Secretariat under the Agreement and on specific tasks allocated to it by the Meeting of the Parties and the Advisory Committee.

This paper should be read in conjunction with AC6 Doc 19 'Draft Advisory Committee Work Programme 2013 – 2015' and AC6 Doc 9, 'Agreement Budget 2013 -2015'.

### **Action Required**

The Advisory Committee is requested to:

1. Review the proposed Work Programme for the Secretariat; and,
2. Add or amend tasks to the Secretariat's Work Programme in relation to the requirements of the Advisory Committee's Work Programme for the 2013-2015 period.

## DRAFT SECRETARIAT WORK PROGRAMME 2013-2015

| Task No. | Topic/Task   | MoP or other mandate | Timeframe                 | Estimated Cost |
|----------|--|----------------------|---------------------------|----------------|
| <b>1</b> | <b>ADVISORY COMMITTEE MEETING 7</b>  |                      |                           |                |
| 1.1      | Undertake meeting arrangements.  | Article X.a          | 2013                      |                |
| 1.2      | Prepare papers to assist the Advisory Committee as required  | Article X.a          | Within 60 days of meeting |                |
| 1.3      | Support the attendance of sponsored experts and delegates  | Article VII 5        |                           | \$16,500       |
| 1.4      | Organise the translation and posting of meeting documents and provision of interpretation services | AC RoP 17 (1)        | Within 30 days of meeting | \$82,500       |
| 1.5      | Prepare meeting report and distribute to all Parties   | Article X.a          |                           | \$17,500       |
| <b>2</b> | <b>ADVISORY COMMITTEE MEETING 8</b>  |                      |                           |                |
| 2.1      | Undertake meeting arrangements.  | Article X.a          | 2014                      |                |
| 2.2      | Prepare papers to assist the Advisory Committee as required  | Article X.a          | 2014                      |                |
| 2.3      | Support the attendance of sponsored experts and delegates  | Article VII 5        |                           | \$17,050       |
| 2.4      | Organise the translation and posting of meeting documents and provision of interpretation services | AC RoP 17 (1)        | Within 30 days of meeting | \$85,000       |
| 2.5      | Prepare meeting report and distribute to all Parties   | Article X.a          |                           | \$18,000       |
| <b>3</b> | <b>ADVISORY COMMITTEE WORKING GROUP MEETINGS</b>   |                      |                           |                |
| 3.1      | Undertake meeting arrangements.  | Article X.a          | As required               |                |
| 3.2      | Provide support for conduct of Working Group meetings as required                                  | Article X.a          | As required               | \$7,500        |
| 3.3      | Support the attendance of sponsored experts and delegates  | Article VII 5        |                           |                |
|          |  |                      |                           |                |
| <b>4</b> | <b>MEETING OF PARTIES 5</b>  |                      |                           |                |
| 4.1      | Undertake meeting arrangements   | Article X.a          | 2015                      |                |

| <b>Task No.</b> | <b>Topic/Task</b>  | <b>MoP or other mandate</b>                           | <b>Timeframe</b>                              | <b>Estimated Cost</b>       |
|-----------------|--|---|---|-----------------------------|
| 4.2             | Prepare papers to assist the meeting of parties as required  | Article X.a   | Within 90 days of meeting                     |                             |
| 4.3             | Support the attendance of sponsored experts and delegates  | Article VII 5   |   | \$17,600                    |
| 2.4             | Organise the translation and posting of meeting documents and provision of interpretation services   | MoP RoP 8 (1)   | Within 60 days of meeting                     | \$87,550                    |
| 4.4             | Prepare meeting report and distribute to all Parties   | Article X.a<br>MoP RoP 9(1)                           | Within 6 weeks of end of meeting              | \$18,500                    |
| <b>5</b>        | <b>MANAGEMENT OF SECRETARIAT</b>   |   |   |                             |
| 5.1             | Administer the budget for the Agreement and the Special Fund provided for in Article VII (3) in accordance with the Agreement's Financial Regulations;   | Article X.g   | Ongoing                                       |                             |
| 5.2             | Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee   | AC2, MoP2   | March, June, September and December each year |                             |
| 5.3             | Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement  | Article X.h   | Ongoing                                       |                             |
| 5.5             | Update and maintain the ACAP website   | Article X.h   | Ongoing                                       | Approximately \$17,000 p.a. |
| 5.6             | Report to the 5th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the agreed performance indicators   | Article X.i   | 2012  |                             |
| 5.7             | Collate as appropriate synthesized information provided by Parties on the implementation and effective functioning of the Agreement with particular reference to the conservation measures undertaken, | Article X.j;<br>Article VII (1) c); Article VIII (10) | Ongoing<br>2014                               |                             |

| <b>Task No.</b> | <b>Topic/Task</b>  | <b>MoP or other mandate</b>                        | <b>Timeframe</b> | <b>Estimated Cost</b> |
|-----------------|--|--|------------------|-----------------------|
| 5.8             | Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective | Article X.d<br>Article XI                          | As required      | \$30,000              |
| 5.9             | Prepare a report on Secretariat activities for AC 7  |  | May 2013         |                       |
| 5.10            | Prepare a report on Secretariat activities for AC 8  |  | May 2014         |                       |
| 5.11            | Prepare a report on Secretariat activities for MoP 5   | Article X f)                                       | 2015             |                       |
| 5.14            | Recruit and manage the Secretariat's staff in accordance with the Staff Regulations and the directions of the Meeting of the Parties             | Staff Regulations                                  |                  | \$5,000               |
| <b>6</b>        | <b>FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>   |  |                  |                       |
| 6.1             | Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee  | Article X k)                                       | Ongoing          |                       |
| 6.2             | Assist the Chair of the Advisory Committee in preparing a report to the MoP on the activities of the Advisory Committee                          | Article IX 6.e)                                    | 2014             |                       |
| 6.3             | Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group   | Article X k)<br>AC Work Programme Task 4.4 & 4.6.  | Ongoing          |                       |
| 6.4             | Assist the Convenor of the Status and Trends Working Group as required to facilitate the work of the Group                                       | Article X k)<br>AC Work Programme Task 2.1, & 2.3. | Ongoing          |                       |
| 6.5             | Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group  | Article X k)<br>AC Work Programme Task 1.2         | Ongoing          |                       |

| <b>Task No.</b> | <b>Topic/Task</b>   | <b>MoP or other mandate</b>   | <b>Timeframe</b> | <b>Estimated Cost</b>       |
|-----------------|---|---|------------------|-----------------------------|
| 6.6             | Assist the Convenor of the Breeding Sites Working Group as required to facilitate the work of the Group   | Article X k)<br>AC Work Programme<br>Task 3.2, 3.3 & 3.4 .                  | Ongoing          |                             |
| 6.7             | Continue to develop and maintain the ACAP database and web portal so that it provides effective support for the work of the Agreement.            | AC Work Programme<br>Task 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4, 6.6, 6.7 & 6.8 | Ongoing          | Approximately \$11,500 p.a. |
| 6.8             | Work with the Advisory Committee to develop and maintain a database of relevant scientific literature   | AC Work Programme<br>Task 6.5   | Ongoing          |                             |
| 6.9             | Work with the Advisory Committee to develop and maintain a directory of relevant legislation  | AC Work Programme<br>Task 6.7.<br>Action Plan 5.1 L)                        | AC5              |                             |
| 6.10            | Work with the Advisory Committee to develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP | Action Plan 5.1 k)  |                  |                             |
| 6.11            | Update online species assessments and manage their translation, as needed   | AC Work Programme<br>Task 2.3   | Ongoing          | Approximately \$39,000 p.a. |
| 6.12            | Continue to develop capacity to collect and analyse fishing bycatch data information and incorporate in ACAP database and species assessments     | Action Plan 5.1 f)  | Ongoing          | Approximately \$22,000 p.a. |
| 6.13            | Provide administrative, scientific and technical support to assist with implementation of the Advisory Committee's Work Programme                 | AC Work Programme   | Ongoing          | Approximately \$11,000 p.a. |
| 6.14            | Assist AC with provision of information on the agreed indicators and national reporting queries   | AC Work Programme<br>Task 6.4   | By AC8           |                             |

| Task No.  | Topic/Task   | MoP or other mandate                    | Timeframe | Estimated Cost |
|-----------|--|---|-----------|----------------|
| <b>7</b>  | <b>IMPLEMENTATION OF THE AGREEMENT</b>   |   |           |                |
| 7.1       | Assist Parties in providing training, technical and financial support to other Parties on a multilateral or bilateral basis to facilitate implementation of the Agreement.   | Article VIII (14)                       | Ongoing   |                |
| 7.2       | Assist the participation of Parties at Agreement meetings  | Article VII 5                           | Ongoing   | See above      |
| 7.3       | Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties   | Article X c)                            | Ongoing   |                |
| 7.4       | Liaise with non-Party Range States and regional economic integration organisations to facilitate coordination between Parties and non-Party Range States, and international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation of albatrosses and petrels. | Article X d)                            | Ongoing   | \$33,000       |
| 7.5       | Consult with and enter into arrangements, with the approval of the Meeting of Parties, with other organisations and institutions, and as appropriate exchange information and data.  | Article XI 2c), 3 & 4                   | Ongoing   |                |
| 7.6       | Facilitate the accession of non-Party Range States to the Agreement  |   |           |                |
| <b>8.</b> | <b>CAPACITY BUILDING</b>   |   |           |                |
| 8.1       | Assist the Advisory Committee and Parties with technical cooperation and capacity building   | Article IV (2)<br>AC Work Programme 5.1 | Ongoing   |                |
| 8.2       | Support secondments to the Secretariat to aid capacity building  | MoP2                                    | Ongoing   | \$21,000 p.a.  |